



Space Family Education, Inc. (SFEI)

Annual Report
General Membership Meeting
June 25, 2009

AGENDA

✧ SFEI Annual Report

- Director
- Board Members

✧ Board of Directors Election

✧ Future Course (discussion)

SFEI Annual Report: Director

✦ State of the School

- Passed inspections by State Licensing
- NASA HQ Audit Inspection- developed a plan to keep track of medication expiration dates

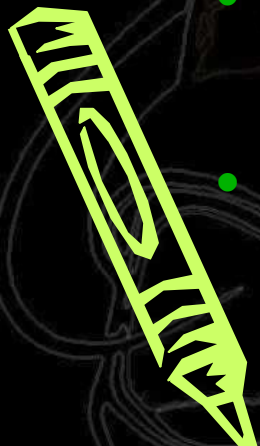


Nicole Dickerson

SFEI Annual Report: Director

✦ Past Year Educational/Enrichment Activities

- Enrichment (included at no additional charge):
 - All ages: sign language, movement
 - Early Pre-K and up: High Tech – High Touch science, Spanish, phonics, art
- Extracurricular activities (on fee basis): Tumble bus, Karate, Dance Tree, FasTrackKids
- Field trips for educational purposes: Moody Gardens, George Ranch, Chinese Consulate, One Room School House
- Guest speakers and artists to reinforce lessons learned through theatrical performances



Nicole Dickerson

SFEI Annual Report: Director

✧ Special Events

- Open House
- Grandparent's Luncheon
- Book Fair
- Fall Festival
- Trick or Treat Parade
- Thanksgiving Feast
- Santa and Easter Bunny visits
- Mardi Gras Parade
- Go Texan Day BBQ
- Rodeo (clowns, bunnies, trail riders)
- Individual, sibling, graduation and class pictures
- Hearing and Vision Screening
- Ice Cream Social
- Earth Day Celebration
- Arbor Day – Plant a tree day
- Muffins for Mom
- Pre-K and Kindergarten graduation
- Donuts for Dad

Nicole Dickerson

SFEI Annual Report: Director

✦ Summer 2008

- SFEI Summer Camp
 - Site- Falcon Pass Elementary School
 - 85 full time campers enrolled and has a waitlist

Field trips, swimming, arts & crafts, science, karate...
- JSC CCC Summer Program
 - Well attended
 - Infant room should go back to normal enrollment in July
 - Kindergarten numbers are low and we are advertising for open spots

Field trips, ice cream days, splash day, entertainers...

Nicole Dickerson

SFEI Annual Report: Director

✦ Plans for Next Year

- Provide educational workshops for parents and teachers on relevant topics
- Work toward completion of NAC accreditation
- Fundraising Events for the school as well as the community.



Nicole Dickerson

Child Care
Center

SFEI Annual Report: End of Year Recognitions

- ✧ Ms. Carolyn for *“Dedication to the Center and Maintaining Financial Records and Benefits Programs”*
- ✧ Ms. Vanessa for *“Continued Support , Reliability, and Dedication to the Center”*
- ✧ Ms. Mary for *“Continued Support in Rooms 1-3”*
- ✧ Ms. Ricki for *“Going the Extra Mile – Coordinating Workbooks for the New Curriculum”*



SFEI Annual Report: President

✧ State of the Corporation

- Staff and Teachers are doing a FANTASTIC job with our kids!!!!
- Management Changes
 - No Changes
 - Director – Nicole Dickerson
 - Asst. Director – Dianna Ritter
 - Office Manager – Vanessa Hallmark
 - Financial Officer – Carolyn Cope
- Board of Director turnover – all positions filled
- JSC's Green Initiative continues
 - Thanks to Jerry Rowlands for looking out for SFEI with the project schedule, energy efficient equipment, etc
 - New roof likely coming soon!!!
 - New HVAC in the design stage!!!



Jay Leggett

SFEI Annual Report: President

✧ **State of the Corporation (cont'd.)**

- School getting a facelift over the Christmas holidays.
 - JSC will be painting and installing new flooring over the entire center
 - School will be closed from 12/25/09 – 1/3/10 (official letter to go out soon)
- Staff has done an excellent job dealing with HSPD-12 Security policies



Jay Leggett

Child Care
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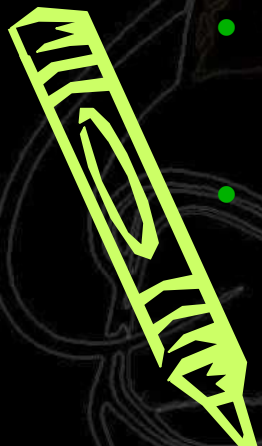
Jay Leggett

Child Care
Center

SFEI Annual Report: Vice President

✦ Playground Resurfacing

- Surveyed 4 companies to get estimates on resurfacing the padded playground areas
- The scope of this work will include removing the old surface, leveling and prepping by putting down an asphalt or compact stone base, and applying the new padding
- The padded area under the 2 swing sets will need to be increased to meet Texas and CPSC standards
- The estimates came back comparable between the companies, and the BOD has selected a contractor based on cost and services included
- It may be possible to have the playground work completed during the center closure over the winter holidays



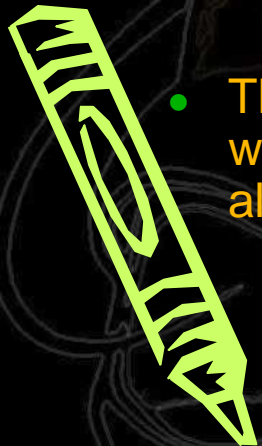
Jen Madsen

SFEI Annual Report: Treasurer

✦ Budget Status

SFEI financial position:

- Center had a net profit of approximately \$54k during the 2008-2009 financial year
- Center currently carrying approximately \$190k of cash reserves
- Draft budget for the 2009-2010 financial year has been completed
 - Budget aims for an approximately \$5k profit during the financial year
 - \$5k profit to protect for unforeseen expenses and to keep a pool of money for special projects
 - Budget will be finalized and approved by the Director and the Board in the upcoming weeks
 - No tuition increase for the 2009-2010 school year
- The proper amount of cash reserves will be determined. If it is less than what the Center is holding, the Director and the Board will decide how to allocate the excess cash reserves
 - Facility upgrades (such as the playground repairs) are a high priority



Clint Baggerman

SFEI Annual Report: Treasurer

✦ Budget Status (cont.)

Financial Audit and Tax Submittal:

- Tax penalty for late submittal of prior year tax forms was successfully appealed and waived by the IRS
- Center is now using Richard Russell and Associates for audit preparation and tax submittal
 - Tax forms for the 2007-2008 financial year were submitted
 - Draft audit for 2007-08 financial year is complete
 - Results favorable
 - Final audit will be completed and received soon
 - Center will work with the auditor to implement any recommendations from the audit
 - Anticipate using Richard Russell and Associates for 2008-2009 financial year audit

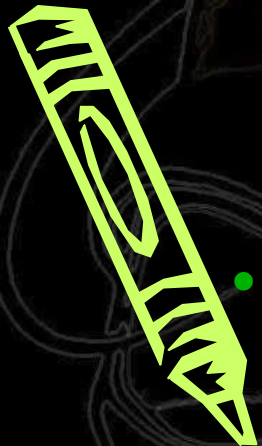


Clint Baggerman

SFEI Annual Report: Policies & Procedures

✦ Status of Enrollment

- Maintained near 100% enrollment during 2008-2009 school year:
 - 8 withdrawals from Center (11 last year); Openings filled from waiting list
 - 5 enrolled in K (19 last year)
 - 5 new children enrolled in room 9 for the summer only (all former students) for total of 18-20 children throughout summer
- School Year 2008-2009:
 - 56 withdrawals expected over the summer as kids leave for K/1st grade
 - 21 offers have been accepted (4 kids have started; others to start in July and August)
 - Fall Kindergarten enrollment currently very LOW
 - 10 siblings of children enrolled will attend for 2008-2009
- 195 children on the waiting list as of mid-June (includes some who have accepted openings for Aug)
 - Waiting List has stayed about the same as last year



Crystal Haddock

SFEI Annual Report: Policies & Procedures

✦ SOP Updates

- The SOP is available electronically to all members (paper copies available upon request)
- Policy changes may be suggested by anyone, but BOD must approve and incorporate the changes
- Changes completed for 2008-2009 included the following:
 - Tuition increases
 - Room capacities and Teacher-to-Student Ratio updates
 - Curriculum modifications to demonstrate religious neutrality
- One change is pending approval to allow SFEI waiting list members to receive points for voluntary service



Crystal Haddock

SFEI Annual Report: Secretary

✧ Membership Status

- Number of members remains stable [259 as of 06/01/09]

✧ BOD Meetings

- SFEI BOD and members met 8 times since last year's GMM (typically the third Thursday of each month)
- Meeting minutes are available on SFEI web site
 - http://childcare.jsc.nasa.gov/membinfo_new.html

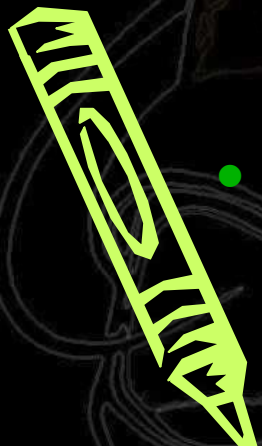


Ed Fonseca

SFEI Annual Report: Secretary

✦ 2009 Board of Directors Election

- Prepared ballots for 2 candidates for 2 BOD positions
 - Received and processed 2 nominations
- Paperless election via NASA Human Resources web-survey program
 - 2009 Election website open from Now until July 8th for voting
 - Voting site link has been emailed to all current members
- BOD election result will be announced by mid July



Ed Fonseca

SFEI Annual Report: Secretary

✧ SFEI By-Laws

- No proposed changes to the By-Laws have been submitted this year.



Ed Fonseca

2009 Board of Directors Election

CANDIDATES



Jay Leggett



Nikki Williams

✦ **Select 2 of 2 candidates to replace outgoing board members**

- Jay Leggett (President) - running for re-election
- Crystal Haddock (Policies and Procedures)

New board will determine which position each board member will fill



Thank You